

# **Phoenix End-User Training**

## **EXAMPLES**

### **FISCAL YEAR-END AND NEW FISCAL YEAR ENTRIES**

#### **ACCOUNT CODE TABLE**

#### **DEPARTMENT BUDGET TABLE**

PEOPLESOFT HRMS 7  
PEOPLESOFT HUMAN RESOURCES  
MAY 2005



**Handout Contents**



**EXAMPLES FOR FISCAL YEAR-END ENTRIES**

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## EXAMPLE #1 – Account Code Table

Add a new Account Code for the new fiscal year. This example is for brand new funding, not for renewed funding.

**NOTE:** Central Support does not build a 07/01/2005 row of data in the Account Code Table.

- Business process **HRB0100-BUDG (Add)**
- Determine the Account Code, chartfield values, and appropriate effective date.

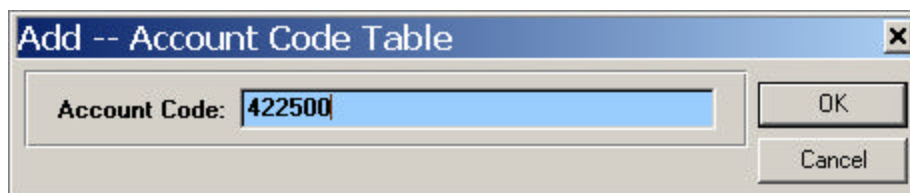
**NOTE: Keeping the Effective Date as far in the past as possible in this table will help prevent any incorrect funding being passed to Financials.**

Use the following path to go to the Account Code Table:

Select: Go → Define Business Rules → **Define Budget/Encumbrance (U.S.)**

Select: Setup → Account Code Table → **Add**

- Enter the new Account Code. **NOTE:** It is important to keep the Account Code as generic as possible.



The screenshot shows a Windows-style dialog box titled "Add -- Account Code Table". Inside the dialog, there is a text field labeled "Account Code:" which contains the value "422500". To the right of the text field are two buttons: "OK" and "Cancel". The dialog box has a standard title bar with a close button (X) in the top right corner.

- A blank panel appears.
- Add an Effective Date as far in the past as possible.
- Add valid Chartfield values. The system checks the values against the Financial tree for validity and checks to ensure that the new Account Code contains a unique set of Chartfield values.

Define Budget/Encumbrance(U.S.) - Setup - Account Code Table

File Edit View Go Favorites Setup Process Report Help

Account Code Table

Account Code: 422500

Effective Date: 01/01/1998

Description: Billing Office Short Description: Billing

SetID: 42200 Project/Grant: 01 Program Code: 01001

Sub-Class: 300 Fund Code: A1 Org Code:

HRVOLTST Account Code Table Add

- Save

**NOTE: Never use 07/01/2005 if you have lag payrolls. If you elect to create a new Account Code effective 07/01/2005, be sure to use Correction mode when updating the Account Code throughout the remainder of the fiscal year. Agency Support does not advocate using a 07/01/2005 date when creating a new Account Code.**

## EXAMPLE #2 – Account Code Table

Modify an existing Account Code for the new fiscal year. Agency Support recommends using Correction Mode when modifying an account code. (If you use Update/Display Mode, it's very important to keep the effective date as far in the past as possible.)

**NOTE:** Agency Support does not build a 07/01/2005 row of data in the Account Code Table

- Use business process **HRB0110-BUDG (Modify Account Codes)**

**NOTE: DO NOT** do this process in production unless you have determined the appropriate time to make the modification(s). Timing is critical to this entry so that the last payroll of the current fiscal year and the first payroll of the new fiscal year are distributed correctly.

Use the following path to go to the Account Code Table:

Select: Go → Define Business Rules → **Define Budget/Encumbrance (U.S.)**

Select: Setup → Account Code Table → **Correction**

Either enter the Account Code **or** enter your 3-digit company code and click OK to receive a list of you company's Account Codes.

The screenshot shows a software dialog box titled "Correction -- Account Code Table". It contains several input fields for account information. The "Account Code" field is pre-filled with the number "422". Below it are fields for "Description", "Account", "Sub-Classification", "Budget Year", "Fund Code", "Department", "Program Code", "Project/Grant", and "SetID", all of which are currently empty. To the right of these fields is a vertical column of four buttons: "OK", "Cancel", "Use Query", and "New Query". The dialog box has a standard Windows-style title bar with a close button (X) in the top right corner.

- If you do the latter, select the desired Account Code from the list.

Acct Code	Descr	Acct	Sub-Cls	BY	Fund	Deptl
422500	Billing Office		300		A1	
42251	98-Jp-Fx-0013 - Cycc		300		A1	
42252	99-Db-Bx-0013 - Cjcc		300		A1	
42252311001	Dis 1311 / Ice Storm		300		A1	
42252311002	Dis 1311 / Ice Storm		300		A1	
42252311003	Dis 1311/PostDFD/Ice storm		300		A1	
42253	Disaster 1029 - Hazmit/Admin		300		A1	
42253315001	Dis 1315 / Camilla Tornado		300		A1	
42253315002	Dis. 1315 / Camilla Tornado		300		A1	
42253315003	Dis 1315 / Camilla Tornado		300		A1	
42254	Southern Opr/Ga Pwr Gema 2000		300		A1	
42254315005	DIS 1315 HM / Mgmt Costs		300		A1	
42255	98-Va-Gx-0013 - Gema Subgrant		300		A1	

Buttons: Select, Detail, Cancel

- A panel with the current row of data appears.
- Again, be certain of the timing (consider any lag payrolls before making this entry for the new fiscal year).
- Modify the ChartField values as necessary.

Define Budget/Encumbrance(U.S.) - Setup - Account Code Table

File Edit View Go Favorites Setup Process Report Help

Account Code Table

Account Code: 422500

Effective Date: 01/01/1998

Description: Billing Office Short Description: Billing

SetID: 42200 Project/Grant: 01 Program Code: 01001

Sub-Class: 300 Fund Code: A1 Org Code:

HRVOLTST Account Code Table Correction

- Save

**NOTE:** When using Update/Display mode, keep the effective date as far in the past as possible and never use 07/01/2005 if you have lag payrolls.



## EXAMPLE #3 – Department Budget Table

Change an Account Code for the Department Default on a **future dated** row. For example, the current account code is no longer valid and you are using brand new funding for this Department (Org Code).

- Business process **HRB0820-BUDG**

Use the following path to go to the Department Budget Table:

Select: Go → Define Business Rules → **Define Budget/Encumbrance (U.S.)**

Select: Setup → Department Budget Table → Department Budget →  
**Update/Display**

Enter either the Department (Org Code) number **or** your 3-digit company code and do a Shift F4 to receive a list of the Departments (Org Codes) in your company.

Update/Display -- Department Budget Table

Department: 422

Description:

Company:

Location Code:

OK

Cancel

Use Query

New Query

If you do the latter, double click on the desired Department (Org Code) number when the list appears. Click OK after selecting the Department.

DeptID	Descr	Co	Location
42230005BP	Strategic&Business P	422	
42230005DC	State Data Cntr	422	
4223001000	Administration	422	
4223001111	Administrative Services	422	ZIP30334
4223002000	Strategic Planning	422	
4223003000	Intergovernmental Relations	422	
4223004000	Physical & Economic Develop	422	
4223005000	Gen'l Gov't/Public Safety	422	
4223006000	Planning, Research&Evaluation	422	
4223007000	Human Development	422	
4223008000	Educational Development	422	
4223009000	Analysis And Research	422	

The Department Budget panel brings up both the current and future dated rows (notice scroll bar). You should be at the 07/01/2005 future dated row.

Define Budget/Encumbrance(U.S.) - Setup - Department Budget Table

File Edit View Go Favorites Setup Process Report Help

Department Budget Dept Budget Distr

Department: 4223005000 Administrative Services

Effective Date: 07/01/2005 Fiscal Year: 2006 Currency Code: USD

Budget End Date: 06/30/2006 Offset Group: STATE State Offset Group

HRVOLTST Department Budget Update/Display

**Note:** You do not insert a row on the Department Budget panel when modifying a future dated row.

- Click on the tab for the Dept Budget Distr panel. You should still be on the future dated (07/01/2005) row.

- When changing an Account Code on a future dated row, the row at the Account Code level must first be deleted. The system will not allow you to write over the Account Code.
- Tab down to the Account Code field or click on the Inner Scroll Bar to highlight the Account Code Field.

Define Budget/Encumbrance(U.S.) - Setup - Department Budget Table

File Edit View Go Favorites Setup Process Report Help

Department Budget: Dept Budget Distr

Department: 4223005000 Administrative Services Offset Group: STATE

Effective Date: 07/01/2005 Fiscal Year: 2006

Budget End Date: 06/30/2006 Currency Code: USD

Budget Level

☒ Department ☐ Position Pool ☐ Jobcode ☐ Position ☐ Appointment

Account Cd: 422010P805 Opb General Government

Fund: A1 Org Cd: Program: 01 Sub-Cls: 300

Proj: 01

% of Distribution: 100.000

Start | Inbox ... | HR Bu... | PS BD... | Defin... | Sean ... | 10:02 AM

- Click on the **Delete a Row Icon** on the toolbar or the F8 key. Then click Yes.

Now the Account Code field is blank and the % of Distribution is 0.000 (arrows below).

**Define Budget/Encumbrance(U.S.) - Setup - Department Budget Table**

File Edit View Go Favorites Setup Process Report Help

Department Budget Dept Budget Distr

Department: 4223005000 Administrative Services Offset Group: STATE

Effective Date: 07/01/2005 Fiscal Year: 2006

Budget End Date: 06/30/2006 Currency Code: USD

Budget Level  
☒ Department ☐ Position Pool ☐ Jobcode ☐ Position ☐ Appointment

Account Cd: [Blank] Fund: [Blank] Org Cd: [Blank] Program: [Blank] Sub-Cls: [Blank]

% of Distribution: 0.000

HRVOLTST Dept Budget Distr Update/Display

Start | Inbox - ... | HR Budg... | PS BDZ0... | Define ... | Sean Wil... | 9:02 AM

Ensure that your cursor is in the Account Code field. Either enter the Account Code or enter your 3-digit company code in the Account Code field and Shift F4 to receive a list of Account Codes for your company. Add % of Distribution.

- **Save**

You have now modified the Department Account Code on the future dated row.

**Define Budget/Encumbrance(U.S.) - Setup - Department Budget Table**

File Edit View Go Favorites Setup Process Report Help

Department Budget Dept Budget Distr

**Department:** 4223005000 **Administrative Services** **Offset Group:** STATE

**Effective Date:** 07/01/2005 **Fiscal Year:** 2006

**Budget End Date:** 06/30/2006 **Currency Code:** USD

**Budget Level**

☒ Department ☐ Position Pool ☐ Jobcode ☐ Position ☐ Appointment

**Account Cd:** 42201 **State Project**

**Fund:** A1 **Org Cd:** **Program:** 01 **Sub-Cls:** 300

**Proj:** 01

**% of Distribution:** 100.000

HRVOLTST Dept Budget Distr Update/Display

Start | Inbox - ... | HR Bud... | PS BDZO... | Define ... | Sean Wil... | 10:17 AM

## EXAMPLE #4 – Department Budget Table

Add multiple funding sources (account codes) for the Department Default on a **future dated** row. For example, you will be using the existing account code already updated with the new Project/Program in the Account Code Table and adding a second account code that is brand new funding.

- Business process **HRB0820-BUDG**

After accessing PeopleSoft HRMS use the path shown below:

Select: Go → Define Business Rules → **Define Budget/Encumbrance (U.S.)**

Select: Setup → Department Budget Table → Department Budget →  
**Update/Display**

Either enter the Department (Org Code) number **or** enter your 3-digit company code and do a Shift F4 to receive a list of the Departments (Org Codes) in your company.

Update/Display -- Department Budget Table

Department: 422

Description:

Company:

Location Code:

OK

Cancel

Use Query

New Query

If you do the latter, double click on the desired Department (Org Code) number when the list appears. Click OK after selecting the Department.

DeptID	Descr	Co	Location
4223001000	Administration	422	
4223001111	Administrative Services	422	ZIP30334
4223002000	Strategic Planning	422	
4223003000	Intergovernmental Relations	422	
4223004000	Physical & Economic Develop	422	
4223005000	Administrative Services	422	ZIP30334
4223006000	Planning, Research&Evaluation	422	
4223007000	Human Development	422	
4223008000	Educational Development	422	
4223009000	Analysis And Research	422	
422300AD0H	Admin Overhead	422	
422300CBPR	Cap Budg Plan/Rev	422	

The Department Budget panel brings up both the current and future dated rows. You should be at the 07/01/2005 future dated row.

**Define Budget/Encumbrance(U.S.) - Setup - Department Budget Table**

File Edit View Go Favorites Setup Process Report Help

Department Budget Dept Budget Distr

**Department:** 4223005000 Administrative Services

**Effective Date:** 07/01/2005 **Fiscal Year:** 2006 **Currency Code:** USD

**Budget End Date:** 06/30/2006 **Offset Group:** STATE State Offset Group

HRVOLTST Department Budget Update/Display

Start | Inbox ... | HR Bu... | PS BD... | Defin... | Sean ... | 11:10 AM

**Note:** You do not insert a row on the Department Budget panel when modifying a future dated row.



- Click on the tab for the Dept Budget Distr panel. Ensure that you are on the future dated row (07/01/2005).
- Tab down to the % of Distribution field and change the % of Distribution for the existing Account Code(s).

Define Budget/Encumbrance(U.S.) - Setup - Department Budget Table

File Edit View Go Favorites Setup Process Report Help

Department Budget Dept Budget Distr

Department: 4223005000 Administrative Services Offset Group: STATE

Effective Date: 07/01/2005 Fiscal Year: 2006

Budget End Date: 06/30/2006 Currency Code: USD

Budget Level

☒ Department ☐ Position Pool ☐ Jobcode ☐ Position ☐ Appointment

Account Cd: 422010PB05 Opb General Government

Fund: A1 Org Cd: Program: 01 Sub-Cls: 300

Proj: 01

% of Distribution: 50.00

HRVOLTST Dept Budget Distr Update/Display

Start Inbox ... HR Bu... PS BD... Defin... Sean ... 11:13 AM



To add additional Account Codes, click on the Inner Scroll Bar and then Insert a Row.

**Define Budget/Encumbrance(U.S.) - Setup - Department Budget Table**

File Edit View Go Favorites Setup Process Report Help

Department Budget Dept Budget Distr

**Department:** 4223005000 Administrative Services **Offset Group:** STATE

**Effective Date:** 07/01/2005 **Fiscal Year:** 2006

**Budget End Date:** 06/30/2006 **Currency Code:** USD

**Budget Level:**  
☒ Department ☐ Position Pool ☐ Jobcode ☐ Position ☐ Appointment

**Account Cd:** 422010PB05 Dpb General Government

**Fund:** A1 **Org Cd:** **Program:** 01 **Sub-Cls:** 300

**Proj:** 01

**% of Distribution:** 50.000

HRVOLTST Dept Budget Distr Update/Display

Start Inbox ... HR Bu... PS BD... Defin... Sean ... 2 Rem... 11:18 AM

The Account Code field is now blank and the % of Distribution is 0.000 (arrows below).

**Define Budget/Encumbrance(U.S.) - Setup - Department Budget Table**

File Edit View Go Favorites Setup Process Report Help

Department Budget Dept Budget Distr

**Department:** 4223005000 Administrative Services **Offset Group:** STATE

**Effective Date:** 07/01/2005 **Fiscal Year:** 2006

**Budget End Date:** 06/30/2006 **Currency Code:** USD

**Budget Level**

☒ Department ☐ Position Pool ☐ Jobcode ☐ Position ☐ Appointment

**Account Cd:** Fund: Org Cd: Program: Sub-Cls:

**% of Distribution:** 0.000

HRVOLTST Dept Budget Distr Update/Display

Start Inbo... HR ... PS B... Defi... Sea... 2 Re... 11:23 AM

- Enter the Account Code
- Enter % of Distribution

**Define Budget/Encumbrance(U.S.) - Setup - Department Budget Table**

File Edit View Go Favorites Setup Process Inquire Report Help

Department Budget Dept Budget Distr

Department: 4224202001 Investigations Offset Group: STATE

Effective Date: 07/01/2004 Fiscal Year: 2005  
Budget End Date: 06/30/2005 Currency Code: USD

Budget Level  
☒ Department ☐ Position Pool ☐ Jobcode ☐ Position ☐ Appointment

Account Cd: 42229 US Census Grant  
Fund: A1 Org Cd: Program: 01 Sub-Cls: 300  
Proj: 43098  
% of Distribution: 50.000

HRTRN1 Dept Budget Distr Update/Display

You now have two Account Codes for the Department (Org Code), split 50/50 in this case. Notice that the Inner Scroll Bar (arrow above) is now split in half.

- **The % of Distribution must total 100%.**
- **Save.**

## EXAMPLE #5 – Department Budget Table

Delete one of the multiple account codes for a Department on a **future dated** row. For example, one account code is no longer valid and the other one is valid and has renewed funding that has already been updated in the Account Code Table.

- Business process **HRB0820-BUDG**

After accessing PeopleSoft HRMS use the path shown below:

Select: Go → Define Business Rules → **Define Budget/Encumbrance (U.S.)**

Select: Setup → Department Budget Table → Department Budget →  
**Update/Display**

Either enter the Department (Org Code) number **or** enter your 3-digit company code and do a Shift F4 to receive a list of the Departments (Org Codes) in your company.

Update/Display -- Department Budget Table

Department: 422

Description:

Company:

Location Code:

OK

Cancel

Use Query

New Query

If you do the latter, double click on the desired Department (Org Code) number when the list appears. Click OK after selecting the Department.

DeptID	Descr	Co	Location
4223000SBP	Strategic&Business P	422	
4223000SDC	State Data Cntr	422	
4223001000	Administration	422	
4223001111	Administrative Services	422	ZIP30334
4223002000	Strategic Planning	422	
4223003000	Intergovernmental Relations	422	
4223004000	Physical & Economic Develop	422	
4223005000	Administrative Services	422	ZIP30334
4223006000	Planning, Research&Evaluation	422	
4223007000	Human Development	422	
4223008000	Educational Development	422	
4223009000	Analysis And Research	422	

The Department Budget panel brings up both the current and future dated rows. You should be at the 07/01/2005 future dated row.

**Define Budget/Encumbrance(U.S.) - Setup - Department Budget Table**

File Edit View Go Favorites Setup Process Report Help

Department Budget Dept Budget Distr

**Department:** 4223005000 Administrative Services

**Effective Date:** 07/01/2005 **Fiscal Year:** 2006 **Currency Code:** USD

**Budget End Date:** 06/30/2006 **Offset Group:** STATE State Offset Group

HRVOLTST Department Budget Update/Display

Start | Inbox - ... | HR Budg... | PS BDZ0... | Define ... | Sean Wil... | 12:15 PM

**Note:** You do not insert a row on the Department Budget panel when modifying a future dated row.

- Click on the tab for the Dept Budget Distr panel. You should still be on the future dated (07/01/2005) row.
- Using the **Inner Scroll Bar** locate the Account Code to be deleted.

Define Budget/Encumbrance(U.S.) - Setup - Department Budget Table

File Edit View Go Favorites Setup Process Report Help

Department Budget Dept Budget Distr

Department: 4223005000 Administrative Services Offset Group: STATE

Effective Date: 07/01/2005 Fiscal Year: 2006

Budget End Date: 06/30/2006 Currency Code: USD

Budget Level

☒ Department ☐ Position Pool ☐ Jobcode ☐ Position ☐ Appointment

Account Cd: 422010P805 Opb General Government

Fund: A1 Org Cd: Program: 01 Sub-Cls: 300

Proj: 01

% of Distribution: 50.000

HRVOLTST Dept Budget Distr Update/Display

Start | Inbox - ... | HR Budg... | PS BDZ0... | Define ... | Sean Wil... | 12:16 PM

- **Delete the Row** using the Icon on the toolbar or the F8 function key and click Yes.

- Change the % of Distribution for the remaining Account Code(s). NOTE: The % of Distribution must total 100%.

**Define Budget/Encumbrance(U.S.) - Setup - Department Budget Table**

File Edit View Go Favorites Setup Process Report Help

Department Budget Dept Budget Distr

**Department:** 4223005000 Administrative Services **Offset Group:** STATE

**Effective Date:** 07/01/2005 **Fiscal Year:** 2006  
**Budget End Date:** 06/30/2006 **Currency Code:** USD

**Budget Level**  
☒ Department ☐ Position Pool ☐ Jobcode ☐ Position ☐ Appointment

**Account Cd:** 422500 Billing Office  
**Fund:** A1 **Org Cd:** **Program:** 01001 **Sub-Cls:** 300  
**Proj:** 01  
**% of Distribution:** 100.000

HRVOLTST Dept Budget Distr Update/Display

Start | Inbox - ... | HR Budg... | PS BDZ0... | Define ... | Sean Wil... | 12:18 PM

- **Save**



## EXAMPLE #6 – Department Budget Table

Add a Position Override on a **future dated** row. In this example, the position is funded 50/50 between two Account Codes.

- Use business process **HRB0820-BUDG**

After accessing PeopleSoft HRMS use the path shown below:

Select: Go → Define Business Rules → **Define Budget/Encumbrance (U.S.)**

Select: Setup → Department Budget Table → Department Budget →  
**Update/Display**

Either enter the Department (Org Code) number **or** enter your 3-digit company code and do a Shift F4 to receive a list of the Departments (Org Codes) in your company.

Update/Display -- Department Budget Table

Department: 422

Description:

Company:

Location Code:

OK

Cancel

Use Query

New Query

If you do the latter, double click on the desired Department (Org Code) number when the list appears. Click OK after selecting the Department.

DeptID	Descr	Co	Location
4223001000	Administration	422	
4223001111	Administrative Services	422	ZIP30334
4223002000	Strategic Planning	422	
4223003000	Intergovernmental Relations	422	
4223004000	Physical & Economic Develop	422	
4223005000	Administrative Services	422	ZIP30334
4223006000	Planning, Research&Evaluation	422	
4223007000	Human Development	422	
4223008000	Educational Development	422	
4223009000	Analysis And Research	422	
422300AD0H	Admin Overhead	422	
422300CBPR	Cap Budg Plan/Rev	422	



The Department Budget panel brings up both the current and future dated rows. You should be at the 07/01/2005 future dated row.

Define Budget/Encumbrance(U.S.) - Setup - Department Budget Table

File Edit View Go Favorites Setup Process Report Help

Department Budget | Dept Budget Distr

Department: 4223005000 Administrative Services

Effective Date: 07/01/2005 Fiscal Year: 2006 Currency Code: USD

Budget End Date: 06/30/2006 Offset Group: STATE State Offset Group

HRVOLTST Department Budget Update/Display

Start | Inbox - ... | HR Budg... | PS BDZ0... | Define ... | Sean Wil... | 12:21 PM

**Note:** You do not insert a row on the Department Budget panel when modifying a future dated row.

- Click on the tab for the Dept Budget Distr tab
- Ensure that you are on the future dated row (07/01/2005)
- Click on the **Middle Scroll bar** and **Insert a Row** using the Icon or F7

**NOTE: This is a critical step.** If you skip this step, you will delete the Department Default Account Code.

Define Budget/Encumbrance(U.S.) - Setup - Department Budget Table

File Edit View Go Favorites Setup Process Report Help

Department Budget Dept Budget Distr

Department: 4223005000 Administrative Services Offset Group: STATE

Effective Date: 07/01/2005 Fiscal Year: 2006

Budget End Date: 06/30/2006 Currency Code: USD

Budget Level

☒ Department ☐ Position Pool ☐ Jobcode ☐ Position ☐ Appointment

Account Cd: 422500 Billing Office

Fund: A1 Org Cd: Program: 01001 Sub-Cls: 300

Proj: 01

% of Distribution: 100.000

HRVOLTST Dept Budget Distr Update/Display

Start | Inbox - ... | HR Budg... | PS BDZ0... | Define ... | Sean Wil... | 12:25 PM

Notice that Account Code field is blank and the % of Distribution is 0.000.

**Define Budget/Encumbrance(U.S.) - Setup - Department Budget Table**

File Edit View Go Favorites Setup Process Report Help

Department Budget Dept Budget Distr

**Department:** 4223005000 **Administrative Services** **Offset Group:** STATE

**Effective Date:** 07/01/2005 **Fiscal Year:** 2006

**Budget End Date:** 06/30/2006 **Currency Code:** USD

**Budget Level:**  
☒ Department ☐ Position Pool ☐ Jobcode ☐ Position ☐ Appointment

**Account Cd:**  **Fund:**  **Org Cd:**  **Program:**  **Sub-Cls:**

**% of Distribution:** 0.000

HRVOLTST Dept Budget Distr Update/Display

Start | Inbox - ... | HR Budg... | PS BDZ0... | Define ... | Sean Wil... | 12:31 PM

- Change the Budget Level radio button to Position (arrow below).
- Enter the position number **or** use the drop down list to select the position (arrow below).
- Enter the first Account Code and % of Distribution.

**Define Budget/Encumbrance(U.S.) - Setup - Department Budget Table**

File Edit View Go Favorites Setup Process Report Help

Department Budget Dept Budget Distr

Department: 4223005000 Administrative Services Offset Group: STATE

Effective Date: 07/01/2005 Fiscal Year: 2006  
Budget End Date: 06/30/2006 Currency Code: USD

Budget Level  
☐ Department ☐ Position Pool ☐ Jobcode ☒ Position ☐ Appointment

Position Number: 00057985 Policy Analysis Coord.GG

Account Cd: 42201 State Project  
Fund: A1 Org Cd: Program: 01 Sub-Cls: 300  
Proj: 01  
% of Distribution: 50.000

HRVOLTST Dept Budget Distr Update/Display

Start | Inbox - ... | HR Budg... | PS BDZ0... | Define ... | Sean Wil... | 12:41 PM

- Click on the **Inner Scroll Bar** and **Insert a Row** using the Icon or F7
- Enter any additional Account Code(s) and the % of Distribution

**Note:** The % of Distribution must total 100%

**Define Budget/Encumbrance(U.S.) - Setup - Department Budget Table**

File Edit View Go Favorites Setup Process Report Help

Department Budget: Dept Budget Distr

Department: 4223005000 Administrative Services Offset Group: STATE

Effective Date: 07/01/2005 Fiscal Year: 2006

Budget End Date: 06/30/2006 Currency Code: USD

Budget Level:  
☐ Department ☐ Position Pool ☐ Jobcode ☒ Position ☐ Appointment

Position Number: 00057985 Policy Analysis Coord.GG

Account Cd: 422500 Billing Office

Fund: A1 Org Cd: Program: 01001 Sub-Cls: 300

Proj: 01

% of Distribution: 50.000

HRVOLTST Dept Budget Distr Update/Display

Start | Inbox - ... | HR Budg... | PS BDZ0... | Define ... | Sean Wil... | 12:44 PM

- Before you save, be sure you have not deleted the Department Default Account Code.
- Save

## EXAMPLE #7 – Department Budget Table

Delete a Position Override from a **future dated** row. In other words, the position will now be funded using the Department Default Account Code.

- Business process **HRB0820-BUDG**

After accessing PeopleSoft HRMS use the path shown below:

Select: Go → Define Business Rules → **Define Budget/Encumbrance (U.S.)**

Select: Setup → Department Budget Table → Department Budget →  
**Update/Display**

Either enter the Department (Org Code) number **or** enter your 3-digit company code and do a Shift F4 to receive a list of the Departments (Org Codes) in your company.

Update/Display -- Department Budget Table

Department: 422

Description:

Company:

Location Code:

OK

Cancel

Use Query

New Query

If you do the latter, double click on the desired Department (Org Code) number when the list appears. Click OK after selecting the Department.

DeptID	Descr	Co	Location
4223000SDC	State Data Cntr	422	
4223001000	Administration	422	
4223001111	Administrative Services	422	ZIP30334
4223002000	Strategic Planning	422	
4223003000	Intergovernmental Relations	422	
4223004000	Physical & Economic Develop	422	
4223005000	Administrative Services	422	ZIP30334
4223006000	Planning, Research&Evaluation	422	
4223007000	Human Development	422	
4223008000	Educational Development	422	
4223009000	Analysis And Research	422	
422300ADOH	Admin Overhead	422	

The Department Budget displays the 07/01/2005 row of data.

**Define Budget/Encumbrance(U.S.) - Setup - Department Budget Table**

File Edit View Go Favorites Setup Process Report Help

Department Budget | Dept Budget Distr

**Department:** 4223005000 Administrative Services

**Effective Date:** 07/01/2005 **Fiscal Year:** 2006 **Currency Code:** USD

**Budget End Date:** 06/30/2006 **Offset Group:** STATE State Offset Group

HRVOLTST | Department Budget | Update/Display

Start | Inbox - ... | HR Budg... | PS BDZ0... | Define ... | Sean Wil... | 12:51 PM

**Note:** You do not insert a row on the Department Budget panel when modifying a future dated row.



- Using the **Middle Scroll Bar**, locate the Position that you want to delete on the **future dated** row.  
Note: Make sure that the word Position at the Budget Level **or** the Position Number field is highlighted.
- Click on the **Delete a Row** Icon or F8 to delete the row of data for the position and click Yes.

**Define Budget/Encumbrance(U.S.) - Setup - Department Budget Table**

File Edit View Go Favorites Setup Process Report Help

Department Budget: Dept Budget Distr

Department: 4223005000 Administrative Services Offset Group: STATE

Effective Date: 07/01/2005 Fiscal Year: 2006  
Budget End Date: 06/30/2006 Currency Code: USD

Budget Level  
☐ Department ☐ Position Pool ☐ Jobcode ☒ Position ☐ Appointment

Position Number: 00057990 Policy Analyst Associate,GG

Account Cd: 42201 State Project  
 Fund: A1 Org Cd: Program: 01 Sub-Cls: 300  
 Proj: 01  
 % of Distribution: 100.000

HRVOLTST Dept Budget Distr Update/Display

Start | Inbox - ... | HR Budg... | PS BDZ0... | Define ... | Sean Wil... | 12:51 PM

- The row for the Position Override is deleted.
- Using the middle scroll bar, verify that the Department Account Code has not been deleted.
- Save



## EXAMPLE #8 – Department Budget Table

Add a row dated **prior to the future dated** row. This scenario changes the Department Default Account Code. For example, this could be used for any funding changes that occur in June or for a lag payroll that is actually paid in July.

- Business process **HRB0830-BUDG**

**NOTE:** If you are adding a new current dated row (a new row prior to the future dated row) and the data entered also applies to the new fiscal year, you will also have to make the appropriate changes to the 07/01/2005 future dated row. The system does not copy-up the changes to the future dated row.

After accessing PeopleSoft HRMS use the path shown below:

Select: Go → Define Business Rules → **Define Budget/Encumbrance (U.S.)**

Select: Setup → Department Budget Table → Department Budget →  
**Update/Display**

Either enter the Department (Org Code) number **or** enter your 3-digit company code and do a Shift F4 to receive a list of the Departments (Org Codes) in your company.

Update/Display -- Department Budget Table

Department: 422

Description:

Company:

Location Code:

OK

Cancel

Use Query

New Query

If you do the latter, double click on the desired Department (Org Code) number when the list appears. Click OK after selecting the Department.

DeptID	Descr	Co	Location
4223000SDC	State Data Cntr	422	
4223001000	Administration	422	
4223001111	Administrative Services	422	ZIP30334
4223002000	Strategic Planning	422	
4223003000	Intergovernmental Relations	422	
4223004000	Physical & Economic Develop	422	
4223005000	Administrative Services	422	ZIP30334
4223006000	Planning, Research&Evaluation	422	
4223007000	Human Development	422	
4223008000	Educational Development	422	
4223009000	Analysis And Research	422	
422300ADOH	Admin Overhead	422	

The Department Budget panel displays the 07/01/2005 future dated row.

**Define Budget/Encumbrance(U.S.) - Setup - Department Budget Table**

File Edit View Go Favorites Setup Process Report Help

Department Budget | Dept Budget Distr

**Department:** 4223005000 Administrative Services

**Effective Date:** 07/01/2005 **Fiscal Year:** 2006 **Currency Code:** USD

**Budget End Date:** 06/30/2006 **Offset Group:** STATE State Offset Group

HRVOLTST Department Budget Update/Display

Start | Inbox - ... | HR Budg... | PS BDZ0... | Define ... | Sean Wil... | 1:00 PM

- Using the scroll bar find the current dated row (NOT the future dated row) on the Department Budget panel.

**NOTE:** This is a critical step or you will copy up the incorrect row of data.

Define Budget/Encumbrance(U.S.) - Setup - Department Budget Table

File Edit View Go Favorites Setup Process Report Help

Department Budget Dept Budget Distr

Department: 4223005000 Administrative Services

Effective Date: 07/01/2004 Fiscal Year: 2005 Currency Code: USD

Budget End Date: 06/30/2005 Offset Group: STATE State Offset Group

HRVOLTST Department Budget Update/Display

Start | Inbox - ... | HR Budg... | PS BDZ0... | Define ... | Sean Wil... | 1:01 PM

- After you have located the current row of data, **Insert a Row** using the Icon or F7.

Define Budget/Encumbrance(U.S.) - Setup - Department Budget Table

File Edit View Go Favorites Setup Process Input Report Help

Department Budget Dept Budget Distr

Department: 4225402067 Statesboro/Bulloch County

Effective Date: Fiscal Year: 2004 Currency Code: USD

Budget End Date: Offset Group: STATE Test offset

HRTRN1 Department Budget Update/Display

- Enter Effective Date prior to 07/01/2005 (for most scenarios, use 06/01/05)
- Enter Budget End Date for the current fiscal year (06/30/05)

**Define Budget/Encumbrance(U.S.) - Setup - Department Budget Table**

File Edit View Go Favorites Setup Process Report Help

Department Budget | Dept Budget Distr

**Department:** 4223005000 Administrative Services

**Effective Date:** 06/01/2005 **Fiscal Year:** 2005 **Currency Code:** USD

**Budget End Date:** 06/30/2005 **Offset Group:** STATE State Offset Group

HRVOLTST | Department Budget | Update/Display

Start | Inbox - ... | HR Bud... | PS BDZO... | Define ... | Sean Wil... | 1:07 PM

Click on the Dept Budget Distr tab

**NOTE: Because you have inserted a row the data was copied to a new row. You can now write over the Account Code and % of Distribution. You do NOT delete the Account Code row as you do with a future dated row.**

- Tab down to the Account Code field.
- Enter the new Account Code and % of Distribution.
- To add additional Account Codes Insert a Row using the Inner Scroll Bar.
- To change the funding for a Position Override, use the Middle Scroll Bar to locate the Position and then change the Account Code/% of Distribution.

Define Budget/Encumbrance(U.S.) - Setup - Department Budget Table

File Edit View Go Favorites Setup Process Report Help

Department Budget Dept Budget Distr

Department: 4223005000 Administrative Services Offset Group: STATE

Effective Date: 06/01/2005 Fiscal Year: 2005

Budget End Date: 06/30/2005 Currency Code: USD

Budget Level

☒ Department ☐ Position Pool ☐ Jobcode ☐ Position ☐ Appointment

Account Cd: 42201 State Project

Fund: A1 Org Cd: Program: 01 Sub-Cls: 300

Proj: 01

% of Distribution: 100.000

HRVOLTST Dept Budget Distr Update/Display

Start | Inbox - ... | HR Budg... | PS BDZ0... | Define ... 1:16 PM

- **Save**